



***Town of Glastonbury***  
***Health Department***

**TEMPORARY FOOD SERVICE APPLICATION**

Event Name: \_\_\_\_\_

Site Coordinator of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Food Service Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person Responsible for Booth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTE:** A Qualified Food Operator (QFO) is required if preparing and/or serving potentially hazardous foods under Class III and Class IV categories for food service establishments. A certificate from an approved testing organization, completion of a seminar on food protection recognized by the Director of Health, or attending the Glastonbury Health Department Food Safety Class is acceptable for meeting the Qualified Food Operator requirement. (\*Certificates received from attending and passing the Glastonbury Health Department Food Safety Class can **only** be used at temporary events in the Town of Glastonbury).

**\*Copy of Certificate Required\***

Qualified Food Operator: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTE:** Qualified Food Operator is responsible for ensuring all food handlers have been trained in and follow safe food handling practices.

Revised 7/17

Food Handlers:

_____	_____
_____	_____

Menu Items:

_____	_____
_____	_____
_____	_____
_____	_____

### **Equipment Description**

Cooking: \_\_\_\_\_

Hot Holding: \_\_\_\_\_

Cold Holding: \_\_\_\_\_

Ware Washing: \_\_\_\_\_

Storage: \_\_\_\_\_

Food Transportation: \_\_\_\_\_

Hand Washing: \_\_\_\_\_

**\*Liquid hand sanitizers or wipes are NOT acceptable for hand washing\***

I (we) \_\_\_\_\_ hereby apply for a Temporary Food Service License in compliance with the State of Connecticut Public Health Code Regulations and the Town of Glastonbury Code of Ordinances.

**\*Temporary Food Service Licenses are for a 14 day period only\***

**Fee: \$60**

***PLEASE NOTE: The \$60 fee is Non-Refundable***

**NOTE:** There is NO fee for non-profit organizations

## Proposed Site Plan for Temporary Food Service Events

Along with a sketch or diagram of the proposed site showing location of equipment, toilets, trash containers, food prep areas, etc., the following information is to be provided to the Glastonbury Health Department by the applicant.

### Food from an Approved Source

**NOTE:** Home prepared or home canned foods are **NOT** to be sold at a temporary event. All foods must be purchased from a commercial, regulated establishment and any food which is pre-cooked and cooled for service at temporary events must be prepared at a permanently established, approved food service facility. Transportation of potentially hazardous food items must be done under strict and adequate temperature controls.

Where is the food being purchased? \_\_\_\_\_

Where is the food being prepared? \_\_\_\_\_

### Water Source

**NOTE:** A recent (within 6 months) potability test of a private well is required prior to use of the well for the event. If the well does not meet the State of Connecticut requirements for potability, the well cannot be used for cooking or drinking.

☐ Public      ☐ Bottled      ☐ Well

**NOTE:** All water lines or hoses used for potable water must be food grade and backflow prevention devices installed where required.

### Temperature Control

**NOTE:** Thermometers are required in cold storage units and probe or thermocouple thermometers are required for testing food.

Cooking Equipment (heat source):   ☐ Gas    ☐ Electric    Other: \_\_\_\_\_

Refrigeration Equipment:   ☐ Refrigerator    ☐ Ice Chests    Other: \_\_\_\_\_

Hot Holding:    ☐ Steam Table    ☐ Table Top Unit    Other: \_\_\_\_\_

### Hand Washing Facilities

Type of Hand Washing Station:

☐ Commercial Unit      Other Type: \_\_\_\_\_

**Your hand washing station must be located in the booth where food is prepared / served**

## Food Protection

Are food containers stored off of ground on shelves or pallets? ☐ Yes ☐ No

How is food protected from dust, insects, etc.? ☐ Screens ☐ Covers Other: \_\_\_\_\_

How is food protected from the public? ☐ Sneeze Guards ☐ Covers ☐ Covered Dispensers

Other: \_\_\_\_\_

### Toilet Facilities

☐ Fixed Location ☐ Portable ☐ How Many

## Disposal of Sewage, Wastewater, Garbage and Grease

**NOTE:** Wastewater must not be dumped on the ground surface, into storm drains or waterways.

Where will the wastewater from handwashing, dishwashing, etc. be disposed? \_\_\_\_\_

How will trash and garbage be contained and removed? \_\_\_\_\_

How will grease be removed if generated (i.e. fryolator) as part of the operation? \_\_\_\_\_

## Cleaning and Sanitizing of Equipment and Utensils

How will utensils be cleaned and sanitized?

☐ 3-Compartment sink ☐ Commercial dishwasher ☐ Use single-use utensils (plastic ware)  
☐ Replace soiled utensils with clean utensils every 4 hours Other: \_\_\_\_\_

How will equipment be cleaned and sanitized?

☐ 3-Compartment sink ☐ Commercial dishwasher Other: \_\_\_\_\_  
☐ Off-site in a commercial kitchen

### **If off-site:**

Name of Establishment: \_\_\_\_\_ Address: \_\_\_\_\_

## Storage

Where will paper goods, food containers, etc. be stored?

☐ Pallets    ☐ Shelves    ☐ Bins    Other: \_\_\_\_\_

Where will cleaning supplies and other chemicals be stored? \_\_\_\_\_

Where will food dispensing utensils (scoops, ladles) be stored between uses?

☐ Running water dipper well                      ☐ In food product with handle extending out of container

☐ 140 degree clean potable water              ☐ On a clean dry food contact surface (plate, bowl)

**NOTE:** The food contact surface and utensil must be cleaned and sanitized or replaced every 4 hours.

## Food Booth Structure

Is the food booth?   ☐ Commercial trailer   ☐ Vehicle (mobile kitchen)   ☐ Under a tent?

If not a commercial trailer or vehicle; what type of flooring does the food booth have?

☐ Concrete    ☐ Duckboard    ☐ Removable mats    ☐ Platform    ☐ None    Other: \_\_\_\_\_

Does the food booth have overhead protection?   ☐ Yes   ☐ No    Does the food booth have walls?   ☐ Yes   ☐ No

Is the food booth screened?   ☐ Yes   ☐ No

## **Provide a diagram of the food booth on a separate sheet of paper**

The diagram should include all pertinent information such as equipment layout, hand washing stations, customer service areas, garbage containers, etc. Not all food booths will have the same equipment; it will depend on the product being sold.

### **Example of a proposed food booth and pertinent information.**

1. Site will have portable toilets with hand sink station.
2. Dumpsters will be provided for emptying trash cans.
3. Wastewater from sinks is collected in a sealed tank which is dumped into a sanitary sewer system. Wastewater will not be dumped directly onto the ground.
4. Canopy over booth.

